



Guide to Membership

This guide draws references from both IES:The Lighting Society (referred to within this guide as “the Society” and “IESANZ”) Constitution, and the Society Bylaws, which shall overrule any statement in this guide in the event of a conflict.

The owner of this guide is the IESANZ Board, and it shall be maintained by the Board Member responsible for Membership.

Contents

1	Introduction	1
2	Associate Grade (AssocIES).....	2
2.1.1	Process to join	2
3	Technician Grade (TechIES)	3
3.1.1	Process to upgrade	3
4	Member Grade (MIES).....	4
4.1	Educational qualifications or equivalent.....	4
4.1.1	Route 1 – Educational Achievement.....	5
4.1.2	Route 2 – Education Equivalence through Experience	5
4.2	Approved lighting practice	5
4.2.1	Demonstrating Professional Lighting Practice Skills and Experience	6
5	Fellow Grade (FIES).....	8
5.1	Process to Upgrade	8
5.1.1	By Application	8
5.1.2	By Invitation.....	9
6	Process for Applying to upgrade to Member or Fellow	10
6.1	By Application	10
6.1.1	Initial Inquiry.....	10
6.1.2	Select a Mentor	10
6.1.3	Application Forms	10
6.1.4	Application Forms Completed & Returned	10
6.1.5	Appraisal and Review by Chapter S&Q Committee.....	11
6.1.6	Interview (if required)	11
6.1.7	Approval by Chapter Management Committee	11
6.1.8	Review by iS&Q and Approval by Board	11
6.1.9	Notification of Outcome	11
6.2	Completing the Application Form for Upgrade to Member or Fellow	12
6.3	Special Circumstance - Interview.....	13
6.3.1	Selection of Panel Members	14
6.3.2	Assessment Report	15



7	Special Grades	16
7.1	Honorary Member or Honorary Fellow	16
7.2	Life Member or Life Fellow.....	16
7.3	Retired and Student Membership Status.....	16
7.3.1	Retired Member	16
7.3.2	Student Member.....	17
7.4	Registered Lighting Practitioner	17
8	Corporate member.....	18
8.1	Process for applying for Corporate Membership	18
9	Financial Membership Lapse	19
10	Appendix A	20
10.1	IESANZ Endorsed Long Courses.....	20
10.2	IESANZ Endorsed Short Courses.....	20
10.3	Other Educational Courses	21
11	Appendix B	22
11.1	Approved Lighting Experience Template.....	22
12	Appendix C	24
12.1	Continuing Professional Development (CPD) Point Guidelines	24
12.1.1	MIES & FIES.....	24
12.1.2	RLP.....	24
13	Appendix D.....	26
13.1	CPD Points Record	26



1 Introduction

There are a number of membership grades within the Society. These are listed in the Bylaws and repeated here for convenience:

Associate (AssocIES)

Technician (TechIES)

Member (MIES)

Fellow (FIES)

All members start in the Society at the member grade Associate.

The next step is Technician

Both Members and Fellows can be elevated to Life members, with a L prefix before their postnominals, e.g. LMIES, LFIES.

In special circumstances people from outside of the society may be invited to become Honorary members, and this is recognised by the prefix Hon in front of either MIES or FIES (e.g. HonMIES, HonFIES)

An additional qualification is available that recognises the skills associated with ongoing and active practice in lighting design in particular – that qualification is Registered Lighting Practitioner (RLP).

Corporate Members

A company is able to support the Society, and corporate membership provides the company with access to our event updates, discounts on lighting and luminaire award entries, and access to corporate sponsorship activities (e.g. corporate sponsorship of conferences).

Status and Qualification committees

There are a number of Status and Qualification (S&Q) committees that oversee various parts of the membership upgrade process. These are

Chapter S&Q: Run by a chairperson (chair) that is usually a member of the relevant Chapter Management Committee (CMC). This committee provides local advice to members, and local (chapter based) context to the international S&Q. The Chapter S&Q reports to the Chapter Management Committee

International S&Q ((iS&Q): provides a measure of consistency for assessment across all Chapters, when receiving and recommending membership upgrade requests from the Chapters. The iS&Q reports to the Board through the Board Member responsible for Membership.

2 Associate Grade (AssocIES)

The grade of **Associate** membership is open to any person who is interested in light and lighting.

Such persons may include a lighting designer, photometrist, optometrists, colorimetrists, energy consultants, lighting salespeople, project manager, linesmen, electricians, stage and theatre lighting designers, automobile lamp/luminaire designers, architects, interior designers, building designers, interior designers and decorators, etc. Indeed, any person who has an interest in light and lighting is welcome to join.

All new individual members of the Society join as an Associate irrespective of their present qualifications or their desire to achieve a higher grade of membership within the Society. There are no educational or experience requirements at this grade level.

An applicant for Associate membership must complete the required application forms and upon payment of the associated fees becomes an Associate member of the Society.

An **Associate** receives a certificate from **IES: The Lighting Society** and is entitled to use the post-nominal **AssocIES**.

2.1.1 Process to join

- ⇒ Complete an online application form
- ⇒ Pay fees
- ⇒ Application confirmed and membership granted.
- ⇒ Chapter Management Committee and Board are advised of new memberships monthly

3 Technician Grade (TechIES)

The **Technician** grade of membership is the Society's recognition for a person who has obtained an accredited educational qualification recognised and accredited by the Society, using the full IES-approved lighting syllabus or other approved equivalent qualifications.

An applicant for Technician is required to demonstrate the satisfactory completion of all available courses, modules, units or subjects of an educational qualification recognised and accredited by the Society using the IES-Approved Lighting Course Syllabus or equivalent.

A list of current courses recognised and approved by the IESANZ for application to TechIES is listed in Appendix A.

To apply to upgrade from an Associate to a Technician, an applicant must demonstrate their qualification by providing a suitable copy of a certificate, academic record or letter of confirmation of the award from the Course Provider, or other equivalent evidence that will be subject to approval by the iS&Q Committee.

Upon confirmation by the iS&Q Committee of the educational qualification being suitable, the application will be submitted to the Board for approval.

Once approved by the Board, a **Technician** receives a certificate from **IES: The Lighting Society** and is entitled to use the post-nominal **TechIES**.

3.1.1 Process to upgrade

- ⇒ Log into website as an Associate member
- ⇒ Select upgrade to Technician
- ⇒ Upload copy of educational qualifications
- ⇒ Qualifications reviewed first by chapter S&Q & then by iS&Q
- ⇒ Upgrade candidates reviewed by the Board on a monthly basis
- ⇒ Upgrade confirmed subject to payment
- ⇒ Payment made
- ⇒ Membership upgrade granted

4 Member Grade (MIES)

This grade of membership is for a person who is a practitioner in the use of light or lighting or for one who is a specialist working in an allied field directly associated with the use of light. This grade recognises professional standing and experience in the use of light.

A Member will have a recognised IES accredited educational qualification or approved equivalent and approved practical lighting experience for the required time period following the achievement of their qualification.

A **Member** receives a certificate from **IES: The Lighting Society** and is entitled to use the post- nominal **MIES**.

To upgrade to **Member**, the following requirements need to be met:

1. The applicant has completed and passed an IES accredited and approved standard of educational qualification in light or lighting (to the same educational level as that required to enable the member to qualify for TechIES), or other approved demonstration of equivalent knowledge must be provided (refer special circumstances – interview). For further definition of educational qualifications, refer below.
2. The applicant must have a minimum of four (4) years of approved lighting practice (refer definition later in this document) and continued learning (demonstrated by a minimum of 15 CPD points per annum) after obtaining their education qualifications, or the equivalent practice in an allied field directly associated with light. This time requirement may be fully or partially waived if the quality of approved lighting practice or equivalent is judged acceptable to the Society.
3. The applicant must have a minimum of three (3) referees to confirm both their educational knowledge and professional experience. At least two of the referees shall be members of the Society, with MIES or higher grade. The third referee can be another MIES (or higher) member, or a person of high professional standing in the wider community (General Manager, Chartered Engineer etc). It is the responsibility of the Applicant to ensure that their referees have completed the relevant reference.

4.1 Educational qualifications or equivalent

Applicants for upgrade to Member are required to produce evidence, at an appropriate standard, of educational qualifications in light or lighting, or alternatively, provide other approved evidence as indicated below. This information will usually be provided by any one of the following routes: -

4.1.1 Route 1 – Educational Achievement

By satisfactorily completing the full IES approved syllabus (present course listings in Appendix A) in a lighting course conducted by a recognised body, accredited and approved by the Board. This could be in the form of:

(a) **Approved Syllabus:** The satisfactory completion of all available courses, modules, units or subjects of an educational qualification recognised and accredited by the Society using the IES-Approved Lighting Course Syllabus or equivalent, to enable the membership grade of TechIES.

or

(b) **Equivalent Course:** The satisfactory completion of a course approved by the Board (or assessed involving credit transfer for equivalence to a Board approved lighting course) as equivalent to all those courses, modules, units or subjects described in the IES Approved Lighting Course Syllabus. (For initial approval for using this clause please refer to your local Chapter). Where there is a lack of clarity the applicant will be referred to the Special Circumstances – Interview.

or

(c) **Distance Learning:** The satisfactory completion of a course conducted by a Board approved distance education provider, comprising the equivalent of all modules, units, or subjects of the Board's approved course.

or

(d) the equivalent of the Board's approved course which has been specifically arranged by the Board for (remote) members of the organisation, and which is deemed by the Board to be equivalent to the requirements for this grade (as in (a) above).

Note: Equivalent qualifications are those adjudged by the iS&Q to be equivalent to the IES approved lighting syllabus. Prospective applicants are encouraged to apply and to submit their evidence to their local Chapter S&Q Committee for initial evaluation and advice.

4.1.2 Route 2 – Education Equivalence through Experience

The Board may approve evaluation of an applicant's education by an interview. Refer Special Circumstances – Interview for further information on this process.

4.2 Approved lighting practice

Through their submission for upgrade to Member, applicants need to demonstrate that they have obtained applied lighting practice and skills through personally undertaking professional lighting design projects, linking the education they received with the practice skills and experience claimed.

Lighting practice will include a selection of the professional lighting practice skills/ experiences/ applications etc, and demonstrate the skills and experience gained to the standard required for the Member grade, or the equivalent for related disciplines. The provision of evidence of lighting practice, or for work in allied fields associated with the use of light, is required.

Descriptions of lighting practice and work in allied fields associated with the use of light, need to be supported with technical evidence demonstrating the level of skill and experience achieved, or be signed off by suitably qualified referees (an example signoff sheet is provided in the appendix to this guide). It is inappropriate and unhelpful just to list a series of lighting projects with which you have been associated.

4.2.1 Demonstrating Professional Lighting Practice Skills and Experience

In presenting evidence of lighting practice for approval the applicant is required to show examples of the professional lighting practice skills and experience gained.

Some examples of basic and applied lighting practice skills and experiences as illustrations are given below. For skills and experiences in related disciplines and allied fields associated with the use of light please use headings similar to those below, for areas claimed.

Examples of basic and applied lighting practice skills and experiences:

- Y Fundamentals of illumination technology and design
- Y Use of lighting codes
- Y Use of photometric data
- Y Design, planning and testing of lighting systems / equipment
- Y Evaluation of lighting systems / equipment
- Y Detailing the capital and operating costs of various lighting systems / equipment
- Y Applications of computers in lighting
- Y Practising safety and safe working practices and demonstrating knowledge of basic legal requirements for occupational health and safety.
- Y Vision, colour, physiology of the eye, and glare
- Y Application of daylighting technology in lighting practice
- Y Application of energy conservation principles in lighting design
- Y Skills in lighting laboratory measurements, calibration of instruments, and photometry
- Y Lamp technology (including control equipment) and luminaire design
- Y Residential lighting
- Y Commercial and/or Retail lighting
- Y Office Lighting
- Y Industrial (Factory) lighting
- Y Lighting in educational institutions
- Y Hospital / Medical applications of lighting
- Y Road and street lighting
- Y Transport lighting, including Marine, Airports, etc.
- Y Sports lighting, both indoor and outdoor
- Y Lighting for landscape, including statues, artworks, trees, etc.
- Y Floodlighting
- Y Emergency Lighting
- Y Museum, Theatre and Art Gallery lighting
- Y Post-occupancy evaluation of lighted situations

and

- Y Other than the above (to be fully described): e.g. colour applications, ophthalmology, car headlamp design, etc.

It is necessary to show in the information and evidence to be provided by the applicant, that the lighting projects reported do in fact embody the application of “skills/ experiences/ applications etc” as required.

The applicant should select from the range of her/his personal lighting practice experience those aspects, which do justice to the case to be presented. The submission should show that the knowledge of the principles and techniques learned in various lighting courses and elsewhere has been applied in the various jobs that have been completed.

Furthermore, it must be the applicant, herself/himself, who actually did the work claimed or undertook a major component of the lighting design or work activity in the particular lighting project. A wide range of aspects of lighting should be described.

4.2.1.1 Applicants unable to demonstrate Approved Lighting Practice

For members seeking an upgrade to Member who find themselves unable to comply directly with the detailed requirements for Approved Lighting Practice please note:

- (a) It is also possible to present evidence of work associated with light instead of the professional lighting practice requirement.
- (b) No set rules are laid down for this circumstance, but rather, the claims made on the circumstances of each individual case will be considered on their merits.
- (c) The ultimate decision will be made by the Board of the Society on the recommendation of the local Chapter interviewing panel, the Chapter S&Q and iS&Q Committees.

For those persons in this category please consult senior members of your local Chapter for advice and assistance in presenting a case for consideration, via the special circumstance interview process described in this guide.

It may be necessary, in order to clarify the nature and extent of professional lighting practice skills/experiences/applications etc., or equivalent, claimed in a Higher Membership Application Form for an interview to be held (refer Special Circumstance – Interview).

The interview panel may advise the applicant on her/his submission concerning professional lighting practice. The interview should enable the panel to assess the nature and extent of evidence of work in any allied field directly associated with light that may be presented instead of the professional practice lighting requirement.

5 Fellow Grade (FIES)

This grade of membership is for a person who is a practitioner with significant experience in the use of light or lighting or for one who is a specialist working in an allied field directly associated with the use of light, and who has also held or holds a position of responsibility.

A Fellow will have a recognised IES accredited educational qualification or approved equivalent, and approved practical lighting experience, for the required time period, in addition to professional standing.

A **Fellow** receives a certificate from **IES: The Lighting Society** and is entitled to use the post-nominal **FIES**.

5.1 Process to Upgrade

There are two pathways to becoming a Fellow; by application and by invitation.

5.1.1 By Application

Applicants for Fellow are required to meet the following criteria regarding educational achievement, approved lighting practice and professional standing.

5.1.1.1 *Standards required for Educational Achievement*

To become a Fellow and applicant must either be an existing Member or meet the standards required for Educational Attainment to become a Member. In addition, applicants for Fellow are required to show in-depth knowledge of an appropriate aspect of light or lighting through her/his professional work, through published papers or a thesis.

5.1.1.2 *Approved Lighting Practice for Fellows*

Applicants for Fellow shall have either:

- (a) been a Member for five (5) years, have had a minimum of at least eight (8) years of approved lighting practice or other approved experience in an allied field associated with light, and have held a position of responsibility within IESANZ or within their full-time employment directly related to the field of lighting for at least three (3) years
- or**
- (b) Shall have had a minimum of ten (10) years of approved lighting practice or other approved experience in an allied field associated with light and have held a position of responsibility within IESANZ or within their full-time employment directly related to the field of lighting for at least three (3) years.

The nature of the professional lighting practice skills/experiences/applications etc requirements for upgrading to Fellow are the same as for Member, *except* for the very important proviso that there has to be a demonstration of advanced knowledge and professional practice application at a level higher than that required for Member. This can

be achieved through professional work or through having a position of responsibility in light or lighting or for work in an allied field associated with the use of light.

5.1.1.3 *Demonstration of professional standing*

Applicants for Fellow shall have appropriate professional standing. Candidates for the grade of Fellow may demonstrate their professional standing by either:

a) *Holding an Appropriate Position in a Senior Capacity*

Having held at some time an appropriate position of responsibility in a senior capacity for not less than three years, in the area of light or lighting or for work in an allied field directly associated with light. This would be a position of managerial or senior supervisory nature, typically in a commercial or consulting organization, a government department or a government instrumentality.

Or

b) *Having Achieved an Outstanding Position or, Made a Significant Technical Contribution*

Having achieved and held an outstanding position for three years or made a significant technical contribution to lighting or in related disciplines involved with light, e.g. colour, stage and theatre lighting, ophthalmology, or in teaching, etc, or other field of light or lighting endeavour. This refers to the status of an individual as an acknowledged expert in some aspect of light or lighting or one who works in an allied field directly associated with light, rather than to the seniority of his/her employment position.

Acceptance will be determined in each case by the Board of the Society on the consideration and recommendation of both a Chapter's S&Q Committee, and the iS&Q Committee.

5.1.2 *By Invitation*

The Board of the Society may, in such *special circumstances* as it may determine, approve a member of the Society being elevated to the grade of *Fellow by invitation*. In such a circumstance, the invitation would be based on a report and recommendation received from a Chapter or Branch (Branch would be submitted through a Chapter. The report should assist the board to make a decision based on the following) and where it is deemed by the Board that an applicant has:

- (a) Attained a sufficiently high distinction and professional standing for work in light or lighting.

and/or

- (b) Made a significant technical contribution to the Society and/or to a previous Regional Society and/or to a Chapter or Branch over a minimum period of at least ten years.

In such circumstances the Board would give due consideration to the nominee's suitability in relation to the criteria required for upgrading to Fellow By Application.

6 Process for Applying to upgrade to Member or Fellow

6.1 By Application

6.1.1 Initial Inquiry

Initially, the applicant will make an intimation of intention to apply for upgrading of membership is made to the Chapter S&Q chair. The Chapter S&Q chair will then advise the applicant of the process to be followed and documentation required. Information on the process is also contained within this Guide and on the Society's website.

6.1.2 Select a Mentor

The use of a Mentor is optional, but experience has shown that following the advice of a Mentor or an experienced technical member ensures a more appropriately completed Application Form. The Mentor's role is also to provide advice to the applicant regarding readiness for up-grading and the nature and quality of evidence and information to be provided on the Higher Membership Application form, and to provide advice on referees to be selected. Subsequently, the Mentor can act as Adviser to the applicant and be present at an interview if this is required. The Mentor, if selected, will maintain their own record of contacts made with the prospective applicant during the process of completing the forms. The Chapter S&Q chair will advise the applicant that they may choose to select a Mentor from a list of approved Mentors (if one is available), and to consult with that chosen person when completing the Higher Membership Application Form. Often the Mentor role is carried out by the Chapter S&Q chair.

6.1.3 Application Forms

The applicant will log on to the website and download a copy of the Higher Membership Application Form and Referee's Report Form. The applicant and the referees must also make reference to the IES Guide to Membership, also available from the website.

6.1.4 Application Forms Completed & Returned

The applicant will then complete a copy of the Higher Membership Application Form and a Referee's Report Form along with a copy of their Approved Lighting Practice to each of the three referees to sign off, including the IES Guide to Membership if required, with a request for their participation. Subsequently, the applicant is required to check and ensure that the Referees have returned the Higher Membership Application Forms and that their Referees have completed and returned the Referee's Report Forms directly to the Chapter S&Q chair.

6.1.5 Appraisal and Review by Chapter S&Q Committee

The applicant will then be advised by the Chapter S&Q chair that all copies of the Application Form and Referees Report Forms have been received, together with any other material that is required or has been provided. These documents are then sent to the Chapter S&Q Committee for appraisal and review. The S&Q Committee of a Chapter is charged with the responsibility of assessing and processing the applicant's case for upgrading, dealing with the matter if it is inadequately presented, and preparing a report. It is at this point in the process that the Chapter S&Q Committee may give consideration to the need for an interview.

6.1.6 Interview (if required)

In the normal situation where an application for upgrading is made with the assistance of a Mentor and the Higher Membership Application Form is adequately completed, an interview should not be necessary. An interview may still be sought to clarify, expand upon and examine the claims made in the application or comments made in the communications received from Referees. At the same time the interview may also be used to question the applicant on other matters submitted in the Application Form including the technical aspects of Approved Lighting Practice and about which there is lack of clarity.

An interview is more likely if the Application Form is inadequately completed, if points requiring clarification are raised by Referees, or if any special circumstances are being claimed in the application, and certainly if a Thesis or Folio is being submitted.

If, after studying the Application Forms and Referee's responses, the Chapter S&Q Committee judge that an interview with the applicant is necessary, arrangements will be made for an interview. Refer to Special Circumstances – Interview.

6.1.7 Approval by Chapter Management Committee

The next step in the process is for the Chapter S&Q report and recommendation to be made through and on behalf of the CMC. If this is a favourable recommendation, then a report is forwarded to the iS&Q Committee for their determination.

6.1.8 Review by iS&Q and Approval by Board

The iS&Q Committee will consider the report and recommendations from the CMC and Chapter S&Q and following any clarification necessary will submit their recommendation to the Board for approval.

6.1.9 Notification of Outcome

The local CMC President and the Chapter S&Q chair will receive notification of the decision of the Board by the Secretariat, and the Chapter President, or S&Q chair will advise the applicant.

If the upgrade application is successful a member certificate at the new grade will be issued. The presentation of the new certificate may be made at a regular technical meeting of the Chapter or Branch.

Please Note: The time taken from receipt of all forms and/or the holding of a Chapter S&Q Committee interview, to receiving notification of the Board's decision will vary depending on the amount of information that the applicant chooses to provide. While every opportunity will be taken to keep the time period to a minimum, prospective applicants should appreciate that the process is dependent on the quality of the Volunteer information provided by both the Applicant and their Referees. In addition, it also needs to be appreciated that the process is a careful one to ensure that full checks and balances occur at every stage. This is for the applicant's benefit and to maintain the Society's standing in the community.

Completeness of documentation on the initial application will greatly assist in reducing process delays. Applicants are reminded that the initial correct submission of all required documentation, including all supporting evidence, will greatly expedite the ability for review.

6.2 Completing the Application Form for Upgrade to Member or Fellow

The following Parts of the Higher Membership Application Form need to be completed. If an applicant finds difficulty in completing an Application Form to a satisfactory standard they should consult with their chosen Mentor, or the Chapter S&Q chair.

Part 1: Personal Details:

The provision of personal information, either typed or in legible handwriting, should be submitted here. It is also necessary to state which up-grading level is proposed. This can be discussed with a Mentor.

Part 2: Referees:

Advice regarding choice of suitable referees should be discussed with a Mentor who may indeed be one of the applicant's referees. At least two of the referees shall be Members or Fellows of the Society. It is also helpful if the third referee is a member of some professional body associated with light or lighting (or another MIES/FIES). Note: Referees are not required to provide a character reference for the applicant, but to comment on and verify items of technical and professional lighting practice skills and experience which is claimed.

Part 3: General Education: The provision of information about General Education at School should only be completed if the applicant has no tertiary education or other professional qualifications to report, and then it is only necessary to report the highest level of general education which was reached.

Part 4: Educational Qualifications in Lighting: The relevant information will need to be supported by evidence that the claim can be substantiated, i.e., by photocopies of lighting education records and/or certificates, such as Certificates in Illumination Engineering, which have been completed, and any other evidence such as transcripts of academic record.

Part 5: Tertiary and/or Professional Qualifications: For those who have Professional Qualifications the details are to be given in this Part. Provide photocopies as evidence.

Part 6: Additional Evidence of Lighting Contributions: Provide evidence of other forms of contributions to the art, design, or science of lighting or work in allied fields associated with light, as for example, papers to IES technical meetings, conferences or to kindred societies, as references and photocopies.

The description at this Part on the Application Form indicates several other areas of possible contribution that will be considered, including design contributions to successful lighting awards and a description of the nature and extent of service within the Society. A folio submission and presentation of such material may also be accepted.

Part 7: Continuing Professional Development (CPD): The description given at this Part of the Application Form indicates several areas of possible activities which will be considered eligible for Continuing Professional Development (CPD). Evidence of participation, where available, should be provided.

Part 8: Employment Record: This Part should be a list in chronological order outlining the applicant's record of employment since leaving School. A current Curriculum Vitae can suffice for this evidence.

Part 9: Approved Lighting Practice: The provision of evidence of lighting practice, or for work in allied fields associated with the use of light, for approval in the form required for the Higher Membership Application Form needs particular attention.

Descriptions of lighting practice and work in allied fields associated with the use of light, to be accepted as approved, needs to be supported with technical evidence demonstrating the level of skill and experience achieved, and this can either be demonstrated through submission of documentation, or by having referees confirm that the work was carried out by the applicant by signing off in the relevant space on the work and experience record. Note that it is inappropriate and unhelpful just to list a series of lighting projects with which you have been associated.

6.3 Special Circumstance - Interview

The interview should not be seen as an unwelcome ordeal or trial, but rather as an opportunity to explain your application to the local Status and Qualifications Interview Panel. To provide support for each applicant interviewed, a Mentor chosen by the applicant (which in most chapters may be the Chapter S&Q chair, but can be another Member) can be present when explaining the submission. It should be understood that the Mentor/Adviser will not be permitted to assist the applicant with answers to questions asked but is there to ensure that the interview is conducted in a fair and reasonable manner with respect to the applicants circumstances (e.g. reasonable questions associated with the applicant's specialty).

In their submission, those areas of professional lighting practice or work activity associated with light in an allied field which the applicant has claimed to have completed will have been detailed. The Interview Panel may ask questions about these claims and, depending on the state of the applicant's knowledge of them, will adjudge the acceptability of skills/experience/ applications etc, which have been claimed. If superior knowledge is demonstrated in some areas, then this will also be recorded and included in the Chapter S&Q report.

At the conclusion of the interview the applicant will be given the opportunity, in the presence of their Mentor (if used), of asking questions of the Interview Panel. The Interview Panel cannot be expected to indicate whether or not the applicant has satisfied them as to suitability for up-grade. This would be improper because the Interview Panel and Chapter S&Q Committee can only make a report and recommendation to the local CMC for onward transmission to the iS&Q.

It is permissible for the use of video-conferencing to enable the interview to proceed. The videoconference may be recorded for ease of writing up the record of the meeting. If the videoconference is recorded, all parties shall be notified of the fact at the start of the meeting. Either the chair of the local S&Q Committee, or the Mentor if used, or the Chapter Secretary, (depending upon arrangements made in the Chapter), will advise the applicant of several dates and times for the required interview, requesting the applicant to select a date. When this is settled then all parties concerned will be advised of the date, time and place for interview.

The interview needs to cover the applicant's knowledge of lighting, professional lighting practice, and how they have kept their knowledge current (attendance at tech events, training sessions, attendance at conferences, etc.)

The interview may be shortened if the applicant can provide (beforehand) and present:

- an approved thesis or dissertation. (An approved thesis or dissertation may be one accepted for the award of a higher qualification at a recognised School of Engineering, Architecture or allied science and which contains a treatment of some aspect of lighting or may be an independently submitted thesis or dissertation. Assessment and approval of a thesis shall be the responsibility of the Board at all times, through its S&Q Committee, who may recommend assessors to report to them.)
- a folio of work. (The folio should provide detailed evidence in the form of notes, sketches, samples, designs, calculations, and other associated work, indicating the extent of skills gained and experiences in the particular field of light or lighting endeavour.) The presentation of the work for assessment will be made during the interview.

6.3.1 Selection of Panel Members

The interview will be carried out by a panel consisting of a minimum of three current financial members of MIES status or higher. The panel will in the first instance be drawn

from suitably qualified members of the local Chapter S&Q committee. If there are insufficient members available, then the panel shall be drawn from suitably qualified members from any other Chapter's S&Q committee.

There is the potential for conflicts of interest with referees and/or panel members, as some may be supervisors/co-workers etc. There shall be a statement from each referee and/or panel member with any conflicts of interest listed and mitigation, including if there are perceived to be nil conflicts of interest.

6.3.2 Assessment Report

Upon completion of the interview, the panel will prepare an assessment report, outlining in depth the topics covered in the interview, which need to include proof of lighting knowledge, and approved practice provided by the applicant, and detailing their reasoning that the applicants acquired knowledge and experience has attained the knowledge required for the grade of MIES. This report is then forwarded to the Chapter Management Committee, and following their endorsement (if received) the International Status and Qualifications committee for review prior to their recommendation to the Board.

7 Special Grades

7.1 Honorary Member or Honorary Fellow

A CMC, at its discretion, or the Board, may nominate for Honours as an Honorary Fellow or Honorary Member an individual who is not a member of the Society.

The CMC shall make a written report and recommendation through the iS&Q Committee to the Board who will then determine the matter and award the relevant certificate.

The Honour will be in recognition of outstanding service to the previous Regional Society and/or to the Chapter or Branch. Such recognition is at the discretion of the Board who will determine the matter based on a report and recommendation from a CMC and recommendation through the iS&Q Committee. An Honorary Member or Honorary Fellow under this clause thereby becomes a member of the Society. The rights of the honorary Member are as noted in the Bylaws.

Such members receive a certificate from **IES: The Lighting Society**, and may use the post-nominals **HonFIES** or **HonMIES** respectively.

No subscription is payable by those members holding the Honorary membership grade.

7.2 Life Member or Life Fellow

These special grades of membership are for those who are of acknowledged eminence or experience and who have rendered outstanding service to the Society as a whole over a long period in promoting the objects of the Society, and to greater degree than required for the Honorary grades.

Election to either of these grades is by invitation of the Board of the Society directly or on the recommendation of a CMC, or Branch through a CMC, and then through the iS&Q Committee. The member's existing technical grade determines the Life grade. Such members may use the post-nominals **LFIES** or **LMIES** respectively.

No subscription is payable by those members holding the Life membership grade.

7.3 Retired and Student Membership Status

A CMC may consider recommending to the Board of the Society that a member of the Society should be granted the status of:

- A Retired member
- A Student member

7.3.1 Retired Member

The applicant should advise the Chapter S&Q chair of their employment status (and this be confirmed by the Chapter Management Committee) to receive this benefit. The member

will maintain the same grade that the member holds in the Society in accordance with the requirements for all financial members. They shall use insert the post-nominal **(Ret)** after their normal grade postnominal, e.g. AssocIES(Ret), TechIES(Ret), MIES(Ret) etc.

The subscription rate for retired members shall be as determined by the Board.

7.3.2 Student Member

A CMC at its discretion may also consider permitting a bona fide student studying in an IESANZ approved or accredited course to become a Student member.

The student (if joining the society for the first time) should apply for Associate.

To receive the student benefit, at the time of application, applicants shall provide evidence of their course of study by way of current student membership identification, course receipts etc. The Student membership shall be limited in time to the Society's financial year that the student is studying and require submission yearly.

7.3.2.1 Process Applying for Student Membership

- ⇒ Complete an online application form
- ⇒ Pay fees
- ⇒ Application confirmed and membership granted.
- ⇒ Chapter Management Committee and Board are advised of new memberships on a monthly basis.

The subscription rate for the student membership shall be as determined by the Board.

7.4 Registered Lighting Practitioner

For the avoidance of doubt, please note that Registered Lighting Practitioner is not a grade, it is an additional qualification. This qualification is available to MIES grades and higher. Members are referred to the "RLP application guide" available from the website for further details of this qualification.

8 Corporate member

A Corporate body may apply to join the Society to become a **Corporate member** of the Society through the IES website.

This class of membership is designed to permit the lighting industry to share in the local activities of the Society and demonstrate their support for the Society. For this reason corporate membership is based around joining the activities of a specific chapter, and there is the option to join in the activities of more than one chapter if desired.

Manufacturers and distributors of light sources and lighting equipment, electricity supply authorities, firms of electrical engineering consultants and many other institutions and organizations have associated with a Chapter. The Chapter in turn, individually, and the Society as a whole, derive great strength and benefits from this association.

A Corporate member has no voting rights in matters before the Society. A Corporate member needs to nominate a minimum of one, and up to three of its staff as the nominated representatives and point of contact with a Chapter. The nominated representative does not have voting rights unless the nominated member is a member of the Society in her/his own right.

8.1 Process for applying for Corporate Membership

- ⇒ Complete an online application form
- ⇒ Pay fees
- ⇒ Application confirmed and membership granted.
- ⇒ Chapter Management Committee and Board are advised of new memberships on a monthly basis

9 Financial Membership Lapse

Members are considered non-financial members if they have not paid their yearly fees by 1 July each year. Non-financial members lose the right to vote on Society matters, and other benefits that come with membership (for example the discounts available to members). Should the member not pay their membership fee by 1 September, their membership will be considered lapsed.

It is the responsibility of the member to maintain their contact email address, to enable the society to contact them through bulletins and email messages. Failure of the member to keep their contact details current does not constitute a reason for the Society to provide the member with clemency in respect to receiving notice of membership fees or any other matter.

Should a member's membership lapse, the lapsed member may re-join the society as an associate member at any time. To re-gain any status they may previously have had in the Society, the member will need to re-apply for higher membership using one of the methods outlined in this guide. Alternatively, and specifically for members that have previously had a higher grade than associate, to regain their previously recognised membership grade, the lapsed member has the additional option of paying their lapsed membership fees.

10 Appendix A

10.1 IESANZ Endorsed Long Courses

The following long courses are currently endorsed by the IESANZ Board as having sufficient content to permit a member to be upgraded to TechIES

- The University of Sydney, Grad Certificate in Architectural Science (Illumination Design)
- Massey University (Auckland), Grad Cert Science & Technology (Lighting)
- RMIT University (Melbourne), N0010 Lighting & Engineering Design
- Engineering Institute of Technology, 52856WA - Advanced Diploma of Illumination Engineering and Lighting Design

Other courses endorsed by IESANZ, while educational, do not have the depth of discussion and learning opportunities that the above courses provide. If pursuing alternative upgrade pathways, the applicant is encouraged to submit the details of completion of other courses for consideration.

10.2 IESANZ Endorsed Short Courses

The following short courses are currently endorsed by the IESANZ Board as being at entry level and not as having sufficient content on their own to permit a member to be upgraded to TechIES

- International College of Lighting, Fundamentals of Light
- International College of Lighting, Sustainable Lighting
- International College of Lighting, Lighting Design Live Workshop

IESANZ Endorsed Lighting Courses as of September 2023

Provider	Course	Year AccreditationLapses
New South Wales		
The University of Sydney	Grad Certificate in Architectural Science (Illumination Design); on campus.	March 2028
New Zealand		
Massey University(Auckland)	Grad Cert Science and Technology (Lighting); on campus or online distance learning.	Oct 2024
Auckland University of Technology	Grad Cert Lighting	2008
Christchurch PolytechnicInstitute of Technology (CPIT)	Diploma in Advanced Illumination	2005
Queensland		
Queensland University of Technology (QUT)	Grad Cert Lighting	2008
Victoria		
RMIT University (Melbourne City)	N0010 Lighting and Engineering Design; on campus.	August 2028
Australia/New Zealand		
Engineering Institute of Technology (EIT)	52856WA - Advanced Diploma of Illumination Engineering and LightingDesign; online distance learning.	Provisional Endorsement pending full endorsement during 2024
International College of Lighting (ICOL)	Fundamentals of Light;online active learning.	Oct 2023
International College of Lighting (ICOL)	Sustainable Lighting Application; online active learning.	Oct 2023
International College of Lighting (ICOL)	Lighting Design Live Workshop; online active learning.	March 2024

The owner of this list is the IESANZ Board, and it shall be maintained by the Board member responsible for Knowledge Development. The list is current as of September 2023.

10.3 Other Educational Courses

The Society recognises that education is diverse and can be obtained by a range of different educational facilities. Where applicants hold other educational qualifications, the details of these shall be submitted in detail for assessment of prior learning. This is the “equivalent course” process.

11 Appendix B

11.1 Approved Lighting Experience Template

Note that a Spreadsheet version of this template and exemplar is available (and is strongly recommended to be used).

You can download a copy of this on the about membership page on our website.

<https://www.iesanz.org/membership-info/about-membership>

Sample List Of Projects Worked On By Applicant: From xx/yy/zzzz		Applicant Name																Referees I confirm that the applicant undertook the work indicated					
Project Name	Date of work	Category	Interior	Exterior	Concept Design	Detailed Design	Computer Aided Calculations	Use of Photometrics	Use of Standards	Specifications	Drawings	Energy Evaluation	Whole of Life Cycle Cost Evaluation	Site Surveys & Inspections	Commissioning & Aiming	Illuminance Surveys & Verification	Reports (Obtrusive Light/Environmental Assessment & Impact)	Other	Comments	Referees	Referees	Referees	
Add projects as required to demonstrate sufficient approved lighting experience.																				Five years project experience is recommended as a minimum			

12 Appendix C

12.1 Continuing Professional Development (CPD) Point Guidelines

As professionals it is contingent on members to stay current with the constantly evolving technology and scientific development occurring with respect to the generation, use and effects of light and lighting.

Obtaining a membership status of TechIES is only the start of a journey, and members are encouraged to strive for the higher membership grades where they can. In order to achieve these grades, and in particular to demonstrate your knowledge currency on an ongoing basis for the Registered Lighting Practitioner (RLP) qualification, members are required to record their CPD on a regular basis.

Note that all hours are self-reported and subject to verification. In order for the verification to occur, transcripts, certificates of attendance and agendas may be requested by the verifier.

12.1.1 MIES & FIES

To achieve MIES, a member is encouraged to accumulate 15 CPD points per annum. While not mandatory, the IESANZ Board encourages MIES and FIES grade holders to continue their educational journey while they remain practicing as a professional.

The recommended rate of CPD accumulation is a minimum of 15 CPD points per annum.

12.1.2 RLP

The separate qualification of Registered Lighting Practitioner requires the qualification holder to actively continue their professional learning, and submit a record of their learning for verification every three years.

The required rate of CPD accumulation is a minimum of 20 CPD points per annum/ 60 points every three years. Failure to demonstrate this level of ongoing learning and professional activity will result in the removal of the RLP qualification

CPD points can be collected, and weighting for CPD points shall be calculated as follows:

CPD Code	ACTIVITY	WEIGHTING
ART	Publication of an article related to light or lighting (time spent writing the article)	2.0
STU	Self-directed study/research/reading in the subject of light or lighting	1.0
LEA	Giving a lecture or presenting at a conference (time spent presenting) in the subject of light or lighting	2.0
ATT	Attending seminars at professional conferences	1.0
LEA	Team leadership training/teaching (time spent presenting/leading the training/teaching) principles, techniques or application of lighting or lighting management	2.0
ATT	Attendance at Project management courses	1.0
ATT	Attendance at selected CMC technical meetings	1.0
ATT	Attendance at university courses or technical lectures	1.0
ATT	Attendance at workshops with significant lighting content	1.0
ATT	Participation in online courses/webinars with significant lighting content	1.0

Both MIES and RLP have the same hours tracking mechanism;

Time	Credit
< 60 minutes	0
<90 minutes	1
<120 minutes	1.5
120 minutes	2

CODE OF ETHICS (re-printed from the Bylaws)

To preserve the confidence of the community in the integrity and judgement of the Society, the Board requires members in all grades to conform in their personal, business and professional life with the letter and the spirit of the Code of Ethics. Note that these are re-printed from the Bylaws for convenience, and in the event that the Bylaws change, the Bylaws shall take precedence.

- Maintain high standards of objectivity and integrity in their professional work.
- Exercise scientific caution and regard for the limits of present knowledge in their professional reporting avoiding exaggeration, sensationalism and superficiality.
- Seek to direct their work and disseminate knowledge toward improving the well being of individuals and promoting the aims of the Society.
- Strive to keep up to date in their knowledge and application of this knowledge in the areas of lighting in which they practise.
- In any situation where a conflict may arise ensure that they have defined the nature and direction of their loyalties and informed all parties of them.
- Refer people to competent colleagues for services, which fall outside their own competence.
- Refrain from adverse public comment or criticism of the views, services or conduct of a professional colleague, unless the person's activity endangers the rights or well being of others.
- Accept the obligation to disseminate their special knowledge of lighting by means of publication and the technical meetings of the Society, and in doing so to acknowledge any others who have contributed to the information presented.
- Not lay false claim to professional qualifications, affiliations, characteristics or capabilities for themselves or for their organisations.
- Not allow their names to be used in connection with their services in such a way as to misrepresent the nature and efficiency of these services.